



K A N S A S

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

MEMORANDUM

TO: Agency Human Resource Managers

FROM: Jack Rickerson

DATE: February 6, 2004

SUBJECT: Annual Total Compensation Statements for 2003

As an employer, the State of Kansas provides an annual Total Compensation Statement for each benefits eligible employee. The 2003 Total Compensation Statements are available online beginning today, February 6, 2004. Employees can view their statements by signing into the Employee Self Service Center on the accessKansas State Employee Services web site at <http://www.accesskansas.org/employee/>.

Statements will be available for all benefits eligible employees excluding employees at Regents Institutions. The Regents Institutions will provide the information directly to their employees. However, if one of your agency employees was also employed by a Regents Institution during 2003, the online statement will include those earnings.

The 2003 Total Compensation Statement shows wages paid in 2003 (paycheck issue dates January 3, 2003 – December 19, 2003). The statement does not replace W-2 forms or other income tax related information and is not intended for use in tax preparation.

The statement shows both direct and indirect compensation. Direct compensation is pay received for hours worked, holidays, leave, etc. Indirect compensation includes contributions by the State on behalf of the employee for insurance, retirement and employer required taxes. The statement includes additional benefits and services the State of Kansas provides its employees. Employees can access a list of the types of pay and employer contributions they may find on their statement. The list does not include all pay types and contributions and is not specific to their statement. Employees are instructed to contact their agency human resources office if they have any questions.

To help you assist employees, enclosed is the "Earnings Codes by Category (Direct Compensation)." It is a list of all of the types of pay used to calculate direct compensation. This list groups all of the SHARP

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earnings codes into categories corresponding to the Direct Compensation lines on the statement including Regular Hours, Overtime Hours, and Shift Differential. This comprehensive list will not be available online.

Agencies may use SHARP reporting capabilities to print a Total Compensation Statement for individual employees. The report displays both the employee's direct and indirect compensation. The report is located at Administer Workforce>Administer Workforce (GBL)>Report>Total Compensation Statement. If you print a report for an employee please also give the employee a copy of "For Your Information." It lists examples of the types of pay and employer contributions that may be included in their statement and is posted at <http://da.state.ks.us/sharp/documents/>.

The Division of Personnel Services and the Division of Information Systems and Communications used SHARP data to create the statements. If you have questions please contact Connie Guerrero at (785) 296-0754, e-mail connie.guerrero@da.state.ks.us or Patti Pearce at (785) 296-7232, e-mail patti.pearce@da.state.ks.us.

JR:PAP

Enclosure

2003 Earns Codes by Category

<u>Earn Type</u>	<u>Description</u>	<u>Category</u>
ADV	Earnings Advance	Regular Hours
BDM	Board Member Daily Pay	Regular Hours
CSI	Corrections - Supervises Inmates	Regular Hours
FGF	Foster Grandparent - Federal	Regular Hours
FGS	Foster Grandparent - State	Regular Hours
GTA	Graduate Assistant	Regular Hours
LEG	Legislative Allowance	Regular Hours
LGP	Legislative Daily Pay	Regular Hours
LLP	Legislative Leader Pay	Regular Hours
MAC	Meet & Confer DOA Authorized	Regular Hours
MAE	Meet & Confer DOA Authorized - Exempt	Regular Hours
NGP	National Guard Emergency Pay	Regular Hours
NGR	National Guard Regular Pay	Regular Hours
NR4-5	Nonresident Alien	Regular Hours
PA1	Patient Employee - FLSA covered	Regular Hours
PA2	Patient Employee - not FLSA	Regular Hours
REG	Regular Earns	Regular Hours
SCP	Senior Companion Pay	Regular Hours
SP1	Student Employee - FLSA covered	Regular Hours
SP2	Student Employee - not FLSA	Regular Hours
STO	Other Students	Regular Hours
STR	Student Research Assistants	Regular Hours
BOA	IT Skills Acquisition Bonus Regular Earns	Bonus
BOM	IT Mission Critical Skills Bonus Regular Earns	Bonus
BON	Bonus	Bonus
BOP	IT Mission Critical Project Bonus Regular Earns	Bonus
BOR	IT Recruitment Bonus Regular Earns	Bonus
BOS	IT Signing Bonus Regular Earns	Bonus
DAA	Distinguished Accomplishment	Bonus
ESN	Award-EE-Sugg-No Cost Reduction	Bonus
ESP	Award-Employee Suggestion	Bonus
INA	Innovation Award	Bonus
ISA	Award-Innovation EE Suggestion	Bonus
KQA	Kansas Quality Management Award	Bonus
LNA	Length of Service Award	Bonus
LNG	Longevity	Bonus
MSA	Meritorious Service Award	Bonus
RET	Retention Incentive (Bonus)	Bonus
SU1	Suggestion Awards - Supervisor	Bonus
SUG	Suggestion Awards - Supervisor	Bonus
P1P	Pay Diff Pay-Corrections-10%	Shift
P2P	Pay Diff Pay-JJA-Lead Wrkr-5%	Shift
P3P	Pay Diff Pay-JJA-Spec Unit-5%	Shift
PD1	Pay Differential for Corrections-10%	Shift
PD2	Pay Differential-JJA-Lead Worker 5%	Shift
PD3	Pay Differential-JJA-Specialty Unit 5%	Shift
S3P	Shift 3 Pay-10%	Shift
S10	KDOT-MOA	Shift
S11	Shift 11-KHP-\$.75	Shift

SF1	Shift 1	Shift
SF3	Shift 3 - 10%	Shift
SF5-7	Various shift codes	Shift
SF9	Shift 9 - \$.50	Shift
SK1	Skill Differential 1-Press Room	Shift
SK2	Skill Differential 2-Bindery	Shift
SK3	Skill Differential 3-Bindery	Shift
ST1	Standby Hours-Reg-\$1.00	Shift
ST2	Standby Hours-Health Care-\$1.50	Shift
BAO	IT Skills Acquisition Bonus OT Earnings	Overtime
BMO	IT Mission Critical Skills Bonus OT Earns	Overtime
BPO	IT Mission Critical Project Bonus OT Earns	Overtime
BRO	IT Recruitment Bonus OT Earns	Overtime
BSO	IT Signing Bonus OT Earns	Overtime
CBO	Call Back Pay - Overtime	Overtime
ENO	Overtime-Award-EE Sugg-NCR	Overtime
EPO	Overtime-Award-EE Suggestion	Overtime
IAO	Overtime-Award-Innovation EE Sug	Overtime
K13	Overtime for SP1 Students	Overtime
LEX	Legislative Exempt OT 1.0	Overtime
ODP	Overtime Differential Pay	Overtime
OT1	Overtime .5	Overtime
OT2	Overtime 2.0	Overtime
OTM	Overtime - Multiple Positions	Overtime
OTP	Overtime - Version 7.0	Overtime
RTO	Retention Incentive Overtime	Overtime
BUS	Taxable Employee Business Expense	Other Pay
CBN	Call Back Pay - Minimum Hours	Other Pay
CBP	Call Back Pay KAR 1-5-25	Other Pay
CNT	Contractual Pay	Other Pay
CTK	Comp Time Payout	Other Pay
CTP	Comp Time Payout	Other Pay
EMG	Emergency Pay	Other Pay
HBP	Health Care Benefit Payout-Hospital Closure	Other Pay
HSR	House Staff Family Coverage	Other Pay
MVT	Moving Expenses - Taxable	Other Pay
OVL	Overload Payment	Other Pay
PRA	Pay Rate Adjustment	Other Pay
SET	Settlement Pay	Other Pay
SEV	Severance Pay - Hospital Closure	Other Pay
DDE	Discretionary Day - Exempt	Holiday
DDY	Discretionary Day	Holiday
HCE	Holiday Comp Time Taken - Exempt	Holiday
HCN	Holiday Credit 1.0-holiday not in work schedule	Holiday
HCT	Holiday Comp Time Taken	Holiday
HDC	Holiday Credit 1.0	Holiday
HDE	Holiday Credit 1.0-Exempt	Holiday
HDF	Holiday Pay-Flat Amt-Exempt	Holiday
HDP	Holiday Pay 1.5	Holiday
HDV	Holiday Premium Pay .5	Holiday

HON	Holiday Credit-Not scheduled-FLSA	Holiday
HOO	Holiday Credit 1.0-FLSA	Holiday
HTK	Holiday Comp Payout	Holiday
HTP	Holiday Comp Time Payout	Holiday
WHC	Work Comp-Holiday Comp Taken	Holiday
WTE	Work Comp-Holiday Comp Taken-Exempt	Holiday
VAC	Vacation Leave	Vacation
VAE	Vacation Leave-Exempt	Vacation
VLK	Vacation Leave Payout-No KPERs	Vacation
VLN	Vacation Leave Payout-Normal	Vacation
VLP	Vacation Leave Payout-Retire	Vacation
VLt	Vacation Leave Payout-Term No KPERs	Vacation
WVE	Work Comp-Vacation Leave-Exempt	Vacation
WVL	Work Comp-Vacation Leave	Vacation
OSL	Optional Sick Leave Payout-Facility Closure	Sick
SCE	Sick Leave-Exempt	Sick
SCK	Sick Leave	Sick
SLK	Sick Leave Payout	Sick
SLP	Sick Leave Payout	Sick
WSE	Workers Comp-Sick Leave-Exempt	Sick
WSL	Workers Comp-Sick Leave	Sick
ADE	Administrative Leave-Exempt	Other Leave
ADM	Administrative Leave	Other Leave
CMT	Comp Time Taken	Other Leave
CTE	Comp Time Taken-Salary noncovered	Other Leave
DIS	Disaster Leave	Other Leave
DNE	Donor Leave-Exempt	Other Leave
DON	Donor Leave	Other Leave
DSE	Disaster Leave-Exempt	Other Leave
DST	Daylight Saving Time	Other Leave
FNE	Funeral Leave-Exempt	Other Leave
FNL	Funeral Leave	Other Leave
INE	Injury Leave-Exempt	Other Leave
INJ	Injury Leave	Other Leave
IWE	Inclement Weather-Exempt	Other Leave
IWN	Inclement Weather	Other Leave
JRE	Jury Duty-Exempt	Other Leave
JRY	Jury Duty	Other Leave
MIE	Military Duty-Exempt	Other Leave
MIL	Military Duty	Other Leave
RFD	Relief from duty with pay	Other Leave
RFE	Relief from duty with pay-Exempt	Other Leave
SBF	Sabbatical Leave	Other Leave
SBH	Sabbatical Leave	Other Leave
SFE	Sabbatical Leave	Other Leave
SHE	Shared Leave-Exempt	Other Leave
SHL	Shared Leave	Other Leave
SLE	Sabbatical Leave	Other Leave
WCT	Work Comp-Comp Time Taken	Other Leave